



ENCROACHMENT PERMIT FOR
SPECIAL EVENTS
ON PUBLIC PROPERTY

PERMIT NO. _____

Applicant: _____ Phone/fax: _____

Address: _____

Name and Description of Event: _____

Event Location: _____ Event Date(s): _____

The applicant shall complete all conditions noted hereon and obtain all necessary approval and signatures. Submit this completed form along with a site plan and written description of the event for City approval. The City charges a \$223.40 permit issuance fee for administrative services (additional costs may also be required). Separate applications and fees may be required from other agencies and their approval is required before the Public Works Department will issue the permit. Minimum 30-day advance notice for Special Event Permits.

Contact: Brandie Sanchez, Public Works Administrative Assistant
23815 Stuart Ranch Road, Malibu, CA 90265 (310) 456-2489 ext.352, fax (310) 456-3356

City official completes this portion

This application is for the following:

- ☐ Sheriff services only
☐ City permit for activities impacting City property
☐ Sheriff services and City permit for activities impacting City property

☐ Approved ☐ Denied Conditions Imposed? ☐ Yes ☐ No

Name: _____ Title: _____

Signature: _____ Date: _____

FEES:

Sheriff _____ + Administration _____ = _____

COST ESTIMATE FOR SHERIFF'S SERVICES: \$ _____ to be deposited with the City in addition to \$223.40 for City administration. This section to be completed by Sheriff's Office:

☐ Approved ☐ Denied

Name (print): _____

Title: _____

Signature: _____

Date: _____

~see other side for conditions and applicant's signature~

CONDITIONS

- ☐ 1. Applicant is required to provide public notification of the event (2 weeks in advance) including the following:
- ☐ Posting of a public notice at the event location
 - ☐ Announcement in a local newspaper
 - ☐ Distribution of notice to interested parties (i.e. Chamber of Commerce, local homeowner's associations, etc.)
 - ☐ Mail notice to property owners within 100-foot radius of the event
- ☐ 2. The applicant is required to provide traffic control signage as follows: _____
- ☐ 3. The applicant is required to provide a Certificate of Insurance in the amount of \$1,000,000 liability for this event and also naming the City of Malibu as additionally insured.
- ☐ 4. The applicant is required to purchase law enforcement services from the Los Angeles County Sheriff's Department. Contact Sergeant Dailey or Deputy Brownell, Monday through Friday, 9 a.m. to 5 p.m. at 27050 Agoura Road, Calabasas, CA 91301, (818) 878-1808, fax (323) 415-7941.
- ☐ 5. **Los Angeles County Fire Prevention Bureau Approval:**
Contact: Inspector Hernandez, Monday through Thursday, 7:00 a.m. to 10 a.m.
26600 Agoura Road, Ste. 110, Calabasas CA 91302-1954 (818) 880-0343, fax (818) 880-0345
☐ Approved ☐ Denied Conditions Imposed: ☐ Yes ☐ No
Name (print): _____ Title: _____
Signature: _____ Date: _____
- ☐ 6. **Los Angeles County Mountain and Rural Sanitation Program Approval:**
Contact: Behzad Saleh or Cathy Goldberry, Environmental Health Specialists
Monday through Friday, 8 a.m. to 9 a.m.
26600 Agoura Rd., Ste. 110, Calabasas CA 91302 (818) 880-3409, fax (818) 880-3415
☐ Approved ☐ Denied Conditions Imposed: ☐ Yes ☐ No
Name (print): _____ Title: _____
Signature: _____ Date: _____
- ☐ 7. The Applicant shall obtain a **CALTRANS Encroachment Permit** for activities within the State right-of-way on Pacific Coast Highway (submit copy of Encroachment Permit).
Contact: Don Dalbey, Monday through Friday, 7 a.m. to 9 a.m.
120 S. Spring St., Los Angeles, CA 90012 (805) 654-4508, fax (805) 650-7552
☐ Approved ☐ Denied Conditions Imposed: ☐ Yes ☐ No
Name (print): _____ Title: _____
Signature: _____ Date: _____
- ☐ 8. The Applicant shall obtain a **Los Angeles County Beach/Harbor Use Permit** (submit copy of permit).
Contact: Lynn Atkinson, Monday through Thursday, 7 a.m. to 6 p.m. (Closed on Friday's)
13837 Fiji Way, Marina Del Rey, CA 90292 (310) 305-9565, fax (310) 823-6841
☐ Approved ☐ Denied Conditions Imposed: ☐ Yes ☐ No
Name (print): _____ Title: _____
Signature: _____ Date: _____
- ☐ 9. **Other Approvals/Requirements:** _____
- ☐ 10. Applicant is required to manage and dispose of trash and litter generated during the event. Applicant shall provide clearly delineated containers for recycling cans, glass, plastic and paper during the event and assure that all recyclable materials are properly disposed of. All trash, rubbish, garbage and recyclables shall be kept in containers with tight fitting covers. An adequate number of such containers shall be provided and the contents disposed of in a sanitary and appropriate manner.

APPLICANTS SIGNATURE: The applicant hereby certifies that the subject Special Event will be held in compliance with all conditions hereon and as required by other agencies specified above.

Signature of Applicant or Representative:

Date